



## Employment Opportunity Facilities Manager

The Town of Nottingham is currently accepting applications for a Working Facilities Manager to perform the work of and provide supervision over contractors engaged in the operational maintenance of all town buildings. This position is responsible for strategizing, planning, scheduling, supervising, and performing routine and assigned work. This position works closely with the Town Administrator and other departments to identify priorities and schedule work. The ability to balance and prioritize multiple tasks and request and meet deadlines in a professional manner is required.

Principal Duties and Responsibilities include:

- Determine maintenance needs of the Town's facilities and systems.
- Develop and maintain a maintenance file for each facility that is accessible and organized.
- Develop a strategy for the maintenance of individual facilities and collectively for all facilities.
- Develop and implement a preventative maintenance program.
- Develop and implement a grounds maintenance program.
- Ensure proper snow removal of all walkways, entrances, and doorways.
- Coordinate maintenance and grounds activities with other departments and contractors.
- Solicit, coordinate, and oversee the work of vendors, suppliers, and contractors.
- Plan, supervise, and direct the work of personnel engaged in day-to-day maintenance of buildings, building systems, and custodial services.
- Prioritize work, inspect work in progress, and upon completion for completeness and accuracy.
- Responsible for planning of ADA compliance for all buildings.
- Supervise employees in accordance with proper policies, procedures, and applicable laws.
- Manage, maintain, and use the prescribed time reporting protocols.
- Perform the work of general maintenance needs as necessary.
- Ensure all locks are maintained and operate correctly.
- Establish and manage pest control program.
- Arrange for storage of materials and equipment in a safe and tidy manner.
- Respond to off-hours critical calls to resolve facility issues.
- Coordinate and direct office moves.
- Foster a respectful, collaborative work environment with coworkers, other departments, and vendors.
- Order supplies, materials, and equipment in accordance with Town protocols.
- Use the Town's databases and email system.
- Resolve scheduling, implementation, equipment, and inventory issues.
- Maintain routine records, present invoices in a timely manner, and prepare reports as

requested.

- Manage departmental budget in coordination with the Town Administrator.
- Must attend scheduled meetings as requested
- Other duties as assigned by the Town Administrator

#### TOWN FACILITIES:

- Municipal Office and Police Department, 139 Stage Road
- Highway Garage, Flutter Street
- Old Fire Station, Stage Road
- Old Town Hall, Stage Road
- Fire Department, Stage Road
- Recycling Center, Freeman Hall Road
- Smoke Street Pit, Smoke Street

The above list is meant to provide an overview and is not necessarily inclusive of all facilities.

#### SPECIAL REQUIREMENTS:

- Must have and maintain a Valid NH Driver's License
- Must be generally available Monday through Friday between the hours of 7:30 A.M. and 5:30 P.M.
- Must be able to occasionally work evenings, weekends, and holidays as needed
- Must maintain the confidentiality of Town, employee, and departmental information

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, analyze, and interpret technical journals, financial reports, plans, and legal documents
- Ability to respond to common inquiries or complaints from internal and external customers, regulatory agencies, or members of the public
- Ability to write clearly and concisely to give direction, information, and document work needed and/or completed
- Ability to work with math concepts
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to define project scope, produce an itemized estimate, quote contracted services, and present to the Town Administrator showing how the project fits into the overall maintenance strategy and departmental budget
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Must have working knowledge of electrical, plumbing, heating, and other systems
- Basic computer skills including working knowledge of Microsoft Word and Excel
- Strong leadership skills

#### EDUCATION & EXPERIENCE REQUIREMENTS:

- Minimum 5 years' experience with progressive responsibility in facility maintenance with an emphasis on the maintenance of HVAC, electrical, or plumbing systems or a combination of experience, training and education, which will be evaluated on an individual basis for comparability.
- Minimum of two years of supervisory experience is preferred.

Salary commensurate with experience. Applications will be accepted until 12:00 pm Monday, November 27, 2023, and should be submitted to: Town of Nottingham, Attn: Ellen White, Town Administrator, P.O. Box 114, 139 Stage Road, Nottingham, NH 03290 or by email to [ta@nottingham-nh.gov](mailto:ta@nottingham-nh.gov). The Town of Nottingham is an equal opportunity employer.

If you have any questions or would like to schedule a tour of the town facilities, please contact the Town Office at 603-679-5022.